

Name: _____

LANGUAGE

Lesson 5.1 Vocabulary

1 Match the first half of the sentences (1–5) with the second half (A–F).

- 0 I need to prepare for my **E**
 1 My manager has
 2 Can you write the
 3 I'm making
 4 Did you receive
 5 My team are visiting

- A minutes of the meeting?
 B a call from our suppliers yesterday?
 C a meeting with a client now.
 D a phone call to a customer.
 E colleagues in the IT department today.
 F meeting after lunch.

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Lesson 5.2 Vocabulary

2 Complete the sentences with the words in the box.

arrange ~~cancel~~ launch postpone quality range

- 0 I have to cancel our meeting. I didn't finish an important report.
 1 Can you our meeting with Sato? I have a conference that week.
 2 We have 25 different items in our product
 3 Our product is very high. That's why our customers love us.
 4 I want to a meeting with someone from IT next week.
 5 Our new product is on the 13th January.

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Lesson 5.1 Grammar

3 Complete the sentences with the correct form of the verbs in brackets.

- 0 Taylor's giving (give) an important presentation.
 1 She (not work) from home today.
 2 At the moment, Mo (make) a phone call.
 3 I'm very happy I (not travel) this week.
 4 Mark and Sari (write) the minutes for us today.
 5 We (not sell) the TR-10 now. We stopped.

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Lesson 5.3 Grammar

4 Complete the future arrangements with the correct form of the verbs in brackets.

- A: Hi, what ⁰are you doing (you do) later today?
 B: I ¹ (write) that report, and then ² (we / meet) at 1.30?
 A: A client ³ (visit) our office at 1 o'clock and we ⁴ (go) to a restaurant. Can we postpone our meeting to tomorrow?
 B: Sorry, I ⁵ (not work) tomorrow. It's my day off.

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Lesson 5.4 Functional language

5 Put the sentences (A–K) in the correct order to make conversations.

Conversation 1

- A Ben: I'm sorry, but I don't know what to do.
 B Ben: Yes, I'll help if I can. What do you need?
 C Ben: Why don't you ask Danni?
 D Ann: OK, good idea.
 E Ann: Could you help me? 0
 F Ann: I can't start my laptop.

Conversation 2

- G Lea: I'm afraid I can't help you at the moment. I'm working on this presentation.
 H Tom: OK, good idea. I'll call her.
 I Tom: Oh. Of course. Who can help with this invoice?
 J Lea: Maybe Andrea can help.
 K Tom: Could I ask you for some help?

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